



Quality-Certified Training of Farmers on Organic Agriculture

Trainees Handbook

CerOrganic MOLE Platform

<http://cerorganic.moleportal.eu/>



Education and Culture DG

Lifelong Learning Programme

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1 Overview of the CerOrganic MOLE Platform

1.1 What is the CerOrganic MOLE Platform?

The CerOrganic MOLE Platform (<http://cerorganic.moleportal.eu/>) is a multilingual multimedia information system for managing courses, supporting **learning processes** and **learning communities** through the Web. More specifically, the CerOrganic MOLE Platform fosters distance-learning by enabling communication between tutors/trainers and students, cooperation between students and access to coursework information and digital training objects (DTOs). In doing this, the CerOrganic MOLE Platform supports the combination of traditional classroom-based lessons and practical sessions, with self-study and e-learning.

The CerOrganic MOLE Platform is an instance of the MOLE (Multimedia Open Learning Environment) platform¹, initially developed to support education and organize laboratory processes and learning communities for the needs of the Electronic and Computer Engineering Department of the Technical University of Crete (<http://www.ece.tuc.gr>). The central installation of MOLE is available at: <http://www.moleportal.eu>.

The CerOrganic MOLE instance provides access to an innovative quality-certified training program for professionals in the field Organic Agriculture and can be either accessed from the corresponding link of the central installation given above or directly from: <http://cerorganic.moleportal.eu/> (Figure 1.1).



Figure 1.1. CerOrganic MOLE instance

¹ MOLE has been developed by the Laboratory of Distributed Multimedia Information Systems and Applications of the Technical University of Crete (TUC/MUSIC - <http://www.music.tuc.gr>)

1.2 Why use the CerOrganic MOLE Platform?

The CerOrganic MOLE technological infrastructure provides:

- education support by introducing new technologies
- fast and effective information for learners
- an intuitive environment providing learning services
- effective support of educational communities
- uniform presentation of courses and support of courses series
- presentation of curriculum
- organization of a large volume of digital educational material and search service
- possibility of reusing materials and self-learning
- coverage of individual needs in the educational process
- dynamic presentation of statistics and performance indicators for the courses
- interoperability with other educational systems with the SCORM export feature

Specifically, platform offers a set of services for:

- the organization and management of digital educational content (Lectures, notes, exercises, technical lab material, FAQs etc.)
- informing learners (Announcements, Calendar, literature, personal rating etc)
- learning communities (Mailing lists, live chat rooms, forums, personal messaging, instant messaging, annotation tools)
- supporting educational activities (Registration to courses, formation of lab teams, exercise uploads and deadline management, assessment tests)
- monitoring services (Course usage statistics, class performance indicators)

The technical development of the system was done in such a way as to ensure the following requirements:

- Support for large volumes of information and scalability
- Easy future development of new educational services
- Development of functional graphical user interfaces highly responsive and easy to use
- Development of mechanisms for security of use and data protection

1.3 Types of users on the CerOrganic MOLE Platform

On the CerOrganic MOLE Platform there are several user roles with access to different arrays of management services: *site users*, *course administrators*, *site administrators*.

a. Site users

As a student/learner your role on the CerOrganic MOLE platform is that of Site user with access to the course material and updated information on the progress of the courses that interest you. You have the ability to communicate with other users, create working groups, upload your work on the platform and many other services.

b. Course administrators

Course administrators are the trainers/tutors that will have access to additional management services such as the creation and publication of announcements, sending email to individual or group of users, uploading of documents on the platform and creation of new courses.

c. Site administrators

Site administrators are able to manage training periods by creating or deleting semesters and choose which information services will be active or not. Site administrators are able to approve or reject the creation of new courses; search users, delete or edit their data; approve pending requests for new users and also have the ability to monitor the connections in the system, where information about the user data is displayed, his/her entry time and end time in the system, as well as the pages that were accessed by the user in the system.

The following table summarizes the services available to the three different types of users.

Site user	Course administrator	Site administrator
User Profile Management	User Profile Management	User Profile Management
Personal Messages	Personal Messages	Personal Messages
Users List	Users List	Users List
	Announcements	Announcements
	Email	Email
	Document Management	Document Management
	Course Creation	Course Creation
		Site Settings
		Course Management
		Study Guide Management
		User Management
		Connections Monitoring

Table 1.1. Types of management services

1.4 Your Course Services on the CerOrganic MOLE Platform

As student/learner in the CerOrganic MOLE Platform you have the ability to register in the courses that interest you and access a set of services meant to improve communication and cooperation, to provide better information and remote access to course materials, as well as support and creation of learning communities. For each of your courses, you will have access to the specific services that have been activated by the course tutor, which means that while some courses will provide a wider range of services, others might be limited to a more basic set.

Overall, the following services are available:

- Announcements
- Course Calendar
- E-Mail
- Lectures Management
- Notes Management
- Useful Documents Management
- Documents Presentation
- Annotations
- Lab/Projects
- Exercises Upload
- Discussion Forums
- Chat
- Course/Lab FAQ
- Grades Management and Presentation
- Content Search Service
- References – Useful Links Management
- Assessment Tests
- Scheduling - Reservations
- Course statistics
- Exporting course material to SCORM
- Multimedia Presentations
- Video Conferencing and Collaboration Service

2 How to use the CerOrganic MOLE Platform?

2.1 Register on the platform

In order to start your activity on the CerOrganic MOLE Platform, go to:

<http://cerorganic.moleportal.eu/>

If you do not have an account on the CerOrganic platform, select the *User registration* option (Figure 2.1).



Figure 2.1 User registration

Complete the following categories by providing your Name, Surname, Email Contact, Phone Contact, Username and select *Submit* (Figure 2.2).

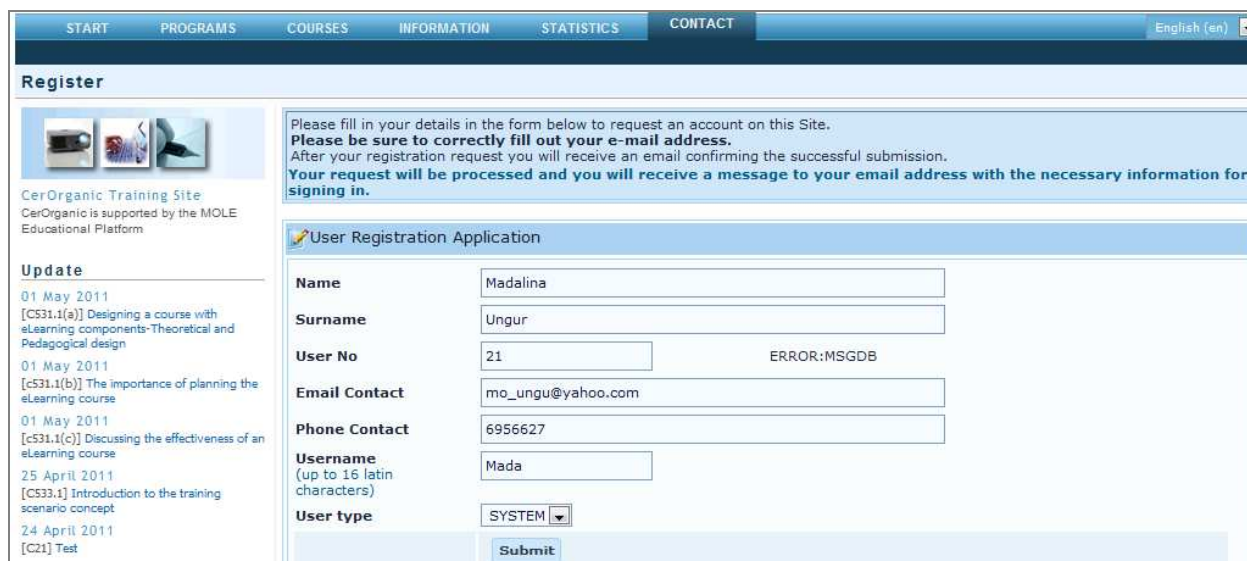


Figure 2.2 User registration application

A first email will be sent to the email account provided, with the following message:

Your application for creating a new account at the CerOrganic MOLE platform has been registered. You will be notified with a new message in this email address for the activation of your account

After your registration request is approved by the administrator of the platform you will receive a second email confirming the activation of your profile.

At this point you are able to log in on the platform using your Username and Password. After your first log in to the platform, the system prompts you to change your password.

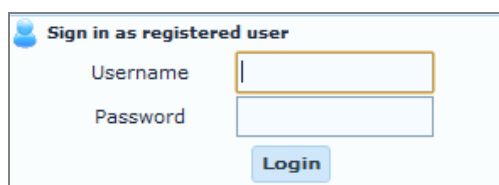


Figure 2.3 Sign in

2.2 Your Home page services

Once you have logged in on the CerOrganic MOLE platform you have access to a set of services directly from your homepage. In order to access your Home page, select the *Start* tab.



Figure 2.4 User Home page

The Home page offers quick access to a series of services on the left side menu such as:

- My Profile
- Personal messages
- Announcements
- Forums
- Live Chat
- Site Courses
- Presentation Room
- User Directory
- Online Users
- Connection Log
- Logout

In the central section information is displayed about your:

- Courses of interest, that are courses you have already registered for and
- Old Courses that you have already completed

The right side menu provides quick updates such as:

- Personal connections
- Last connection
- Favourite users connected at this time
- Personal messages
- Project deadlines
- New announcements in courses
- New replies in course forums
- New replies in group forums
- New replies in general forums

2.3 Edit your Profile

Go to *My Profile* and update information on your personal profile such as:

- Personal info
- Personal page
- Presentation preferences
- Site preferences
- E-mail services

Figure 2.5 My profile

2.4 Interact with other users

The CerOrganic MOLE platform offers you different services to encourage interaction with the other users. In order to check the list of other users of the platform, check the *User Directory* from your Home page.



Figure 2.6 User directory

Read more information about a user by selecting his/her name from the list. If you are looking for some particular user you have a Search by surname service.

Once you have selected a user from the list, you can either send him/her a private message or choose to add the user to your Favourite Users list (Figure 2.7).



Figure 2.7 User info

Moreover, you can communicate with the other users of the platform by:

i) Sending Personal Messages

Enter the name of the users or select his/her name from the users list and send a private message (Figure 2.8).

The screenshot displays the 'Personal Messages' section of the CerORGANIC web application. The top navigation bar includes links for START, PROGRAMS, COURSES, INFORMATION, STATISTICS, and CONTACT. The user is logged in as 'user Madalina'. The sidebar on the left contains links to My Courses, My Profile, Personal Messages (highlighted with a red box), Announcements, Forums, Live Chat, Site Courses, Presentation Room, User Directory, Online Users, Connection Log, and Logout. The main content area is titled 'Personal Messages' and features tabs for 'Inbox', 'Sent', and 'Send New Message'. The 'Send New Message' tab is active, showing a form with fields for 'To user:' (with a 'Select User' link), 'Message Subject:', and 'Content:'. Below the form is a rich text editor toolbar with buttons for bold, italic, underline, text color, background color, bulleted list, numbered list, and link. At the bottom of the form are 'Submit' and 'Clear' buttons. On the right, an 'Information' panel provides instructions: messages are personal, subject length is limited to 64 characters, and message content is limited to 1024 characters.

Figure 2.8 New Personal Message

ii) Creating Forum topics

Virtual discussion can be supported. The platform provides a mechanism to support these electronic discussions among users for each course and on several topics (threads), as well as General discussions independent from courses (Figure 2.9).

The screenshot displays the 'General Forums' section of the CerORGANIC web application. The top navigation bar is identical to the previous figure. The sidebar on the left contains the same links, with 'Forums' highlighted with a red box. The main content area is titled 'General Forums' and features tabs for 'Forums' and 'New Topic'. The 'New Topic' tab is active, showing a form with fields for 'Discussion Topic:' and 'Message:'. Below the form is a 'New Topic' button. On the right, an 'Information' panel provides instructions: users can start a new topic, the subject field is limited to 64 characters, and the message field contains the text of the first message.

Figure 2.9 New Forum topic

iii) Creating a Chat room

The platform allows users to communicate directly via the live chat. This service allows the creation of chat rooms in which users can be connected and exchange messages in real time (Figure 2.10).



Figure 2.10 New Chat room

iv) Finding online users

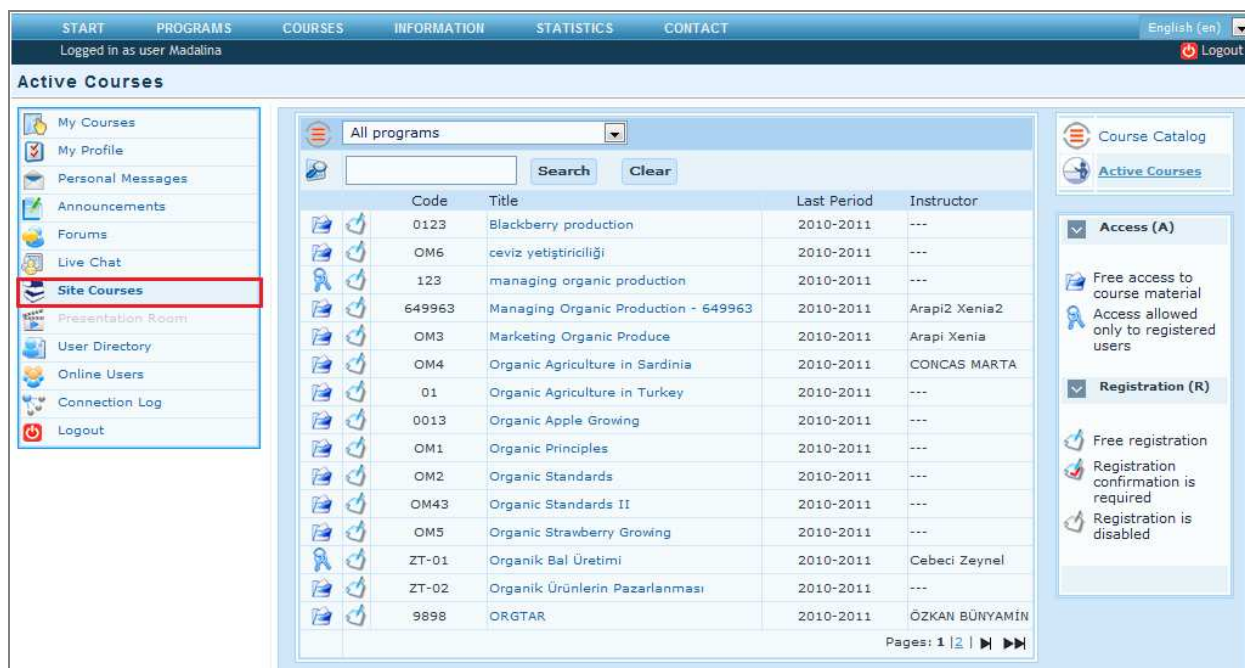
Once you check the list of online users, communicate with them by sending an instant message (Figure 2.11).



Figure 2.11 Online users

2.5 Select a Course

In order to select a Course on the CerOrganic MOLE platform, go to the *Courses* tab. A list of all the courses available will be displayed. In order to find out more information about each of the courses available, click on the course *Title* (Figure 2.12). If you want you can see the available courses sorted by program, by selecting the appropriate program from the dropbox residing on top of them.



Code	Title	Last Period	Instructor
0123	Blackberry production	2010-2011	---
OM6	ceviz yetistirciligi	2010-2011	---
123	managing organic production	2010-2011	---
649963	Managing Organic Production - 649963	2010-2011	Arap2 Xenia2
OM3	Marketing Organic Produce	2010-2011	Arap2 Xenia
OM4	Organic Agriculture in Sardinia	2010-2011	CONCAS MARTA
01	Organic Agriculture in Turkey	2010-2011	---
0013	Organic Apple Growing	2010-2011	---
OM1	Organic Principles	2010-2011	---
OM2	Organic Standards	2010-2011	---
OM43	Organic Standards II	2010-2011	---
OM5	Organic Strawberry Growing	2010-2011	---
ZT-01	Organik Bal Üretimi	2010-2011	Cebeci Zeynel
ZT-02	Organik Ürünlerin Pazarlanması	2010-2011	---
9898	ORGTAR	2010-2011	ÖZKAN BÜNYAMİN

Figure 2.12 List of courses

2.6 Register in a course

Once you have browsed the list of courses and discovered the ones that interest you, the next step is to register. You can only Register as long as Registration to the course is *Open* or the registration deadline set is not expired. From the course's main page, select *Register* from the right side menu (Figure 2.13).



Curso piloto de formación para agricultores profesionales, asesores y capacitadores

Catarroja-Piloto - Description

Agricultores actuales y futuros, son los principales destinatarios de los proyectos como Organic.MedNet, Organic.EduNet y muchos otros que implican uso de tecnologías y conceptos educativos en agricultura. El mercado educativo para los futuros agricultores (estudiantes de agricultura) es pequeño y reducido - aunque hay evidencia de que los cursos a distancia están llegando a nuevos estudiantes, a menudo mayores.

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El objetivo general es ofrecer un curso práctico sobre destrezas pedagógicas para involucrar a aquellos asistentes que a cambio va a impartir cursos a los agricultores.

Περίοδος - 1 2010-2011

- Organic.Mednet training en Valencia
- Organic Agriculture
- Registration confirmation is required
- Register in Course**
- Registration Deadline: Open
- Course Syllabus
- References - Links

Figure 2.13 Register in course

When registration is *Open*, your Registration Request is automatically approved. If not, your Registration Request will be sent to the Course administration that has the right to approve it. Once your Request is approved, you can start using the Course services and training materials.

2.7 Course overview

On the main page of each course you can find the following information available:

On the left side menu

- **Services:** this section includes a list of the course services enabled by the tutor
- **Periods:** this section defines the period that the course is running for



Figure 2.14 Services and period of the course

In the center if the main page

- **Description:** this section includes an overview of the course, such as information about the aim of the course, the main topics to be covered and the target learner of the course
- **Instructor:** this section presents information about the trainer of the course such as his/her name, affiliation and a short CV



Figure 2.15 Description and Instructor of the course

On the right side menu

- **Program:** information on the program that the course is part of
- **Registration:** the link to the Registration service and information such as registration deadline
- **Course syllabus & references:** additional course materials
- **Statistics:** information on the course access

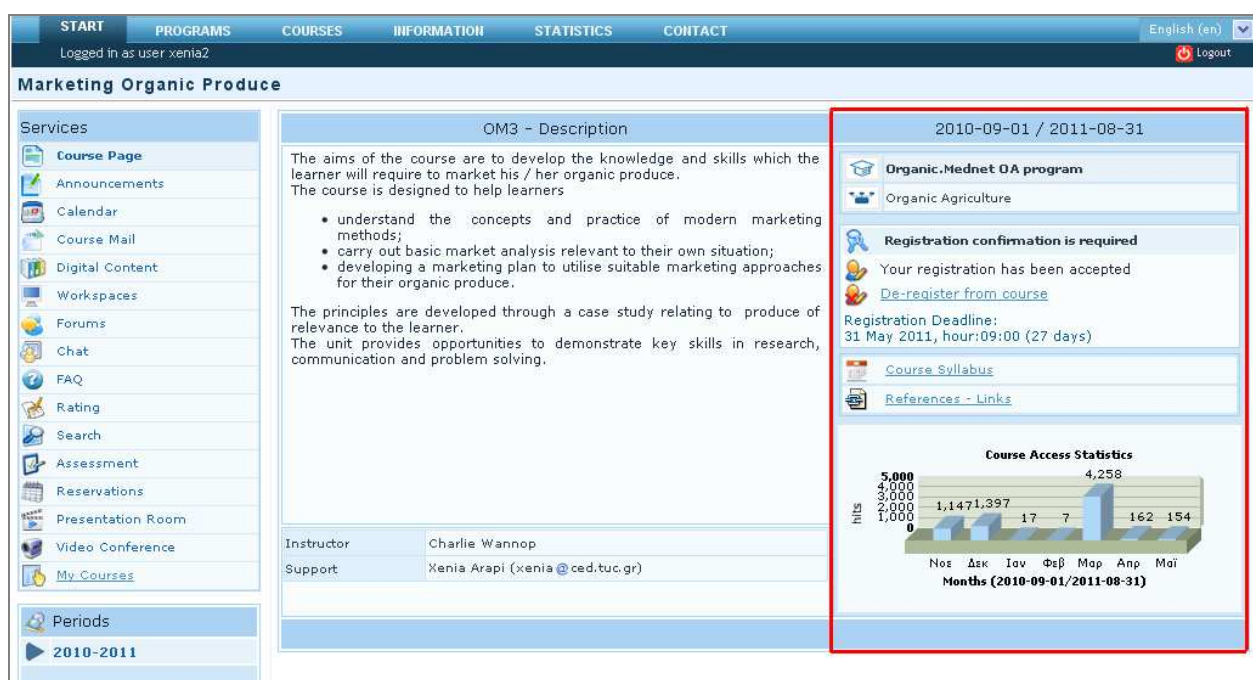


Figure 2.16 Right side menu of the course

2.8 Course services

Once your registration for a course is approved by the Course administrator, you can benefit from the additional course services made available.

2.8.1 Announcements

This service allows you to read and keep track of the announcements for each course. The announcements are created by the Course administrator (tutor) and distributed to the whole list of registered users to the course.

In order to check the announcements for a course, select the Announcement tab from the left side menu (Figure 2.17):



Figure 2.17 List of announcements

2.8.2 Course Calendar

The course calendar presents the events related to the teaching of the course and are updated during the semester. The events, depending on the progress of the course, are created by the instructor or the lab staff and are presented to the registered learners sorted by month.

Organic Standards (OM2)

Services:

- Course Page
- Announcements
- Calendar**
- Course Mail
- Digital Content
- Workspaces
- Forums
- Chat
- FAQ
- Rating
- Search
- Assessment
- Presentation Room
- Video Conference
- My Courses

Periods:

- 2010-2011
- 2009-2010**

Detailed Course Calendar

Date	Subject	Description / Notes	Duration
27 October 2010, hour:09:00	1st Lecture	1st Lecture - Download the ppt slides from here: [Download]	02:00
01 November 2010, hour:09:00	2nd Lecture	Introduction to Organic Standards	02:00

Calendar 2010

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October**
- November**
- December

[View all](#)

Figure 2.18 Events listed in the calendar

2.8.3 Mail Service

Your course administrator have the opportunity to use the mail service and send messages to inform you directly about various topics related with the course. Through your personal profile, you can choose if you want to receive those messages or not. In each case, and to better inform the learners, the history of sent messages to the mailing list of the course is presented on the course's pages.

Marketing Organic Produce (OM3)

Services:

- Course Page
- Announcements
- Calendar
- Course Mail**
- Digital Content

Sent Messages via Course Mailing List

Title	Date
Material of the 1st lecture uploaded	2010-11-08 19:39:52.0

Message

Date: 2010-11-08 19:39:52.0
 Subject: Material of the 1st lecture uploaded

Message: COURSE [OM3] : "Marketing Organic Produce [EcoJob Module 3 - 3]"

You can find the material of the 1st lecture here:
 [File Link: (To view the link you need to visit course 'announcements')]

[Exit](#)

Figure 2.19 Sent messages via Course Mailing List

2.8.4 Digital Content

The platform offers different Categories of Digital Content to sit your learning needs: Lectures, Notes, Useful Documents, Links etc.



Figure 2.20 Lecture PPT

2.8.5 Annotations

This service allows you to navigate in the course lectures or notes, which have been previously processed and presented on the system and leave comments or notes at several points on the presentation (Figure 2.21).

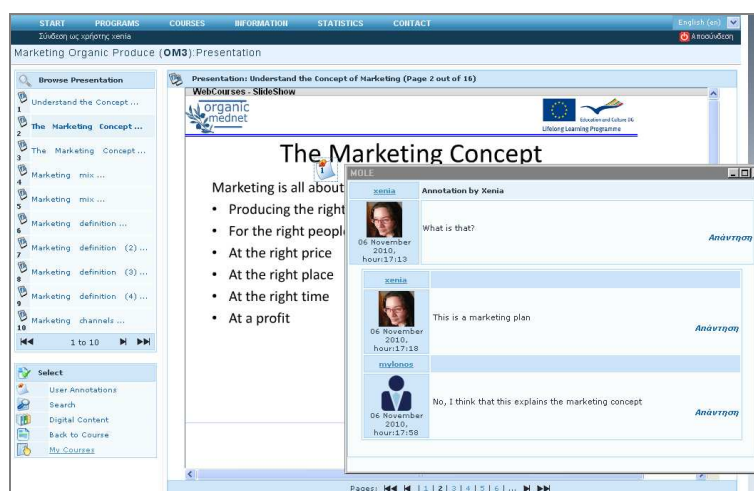
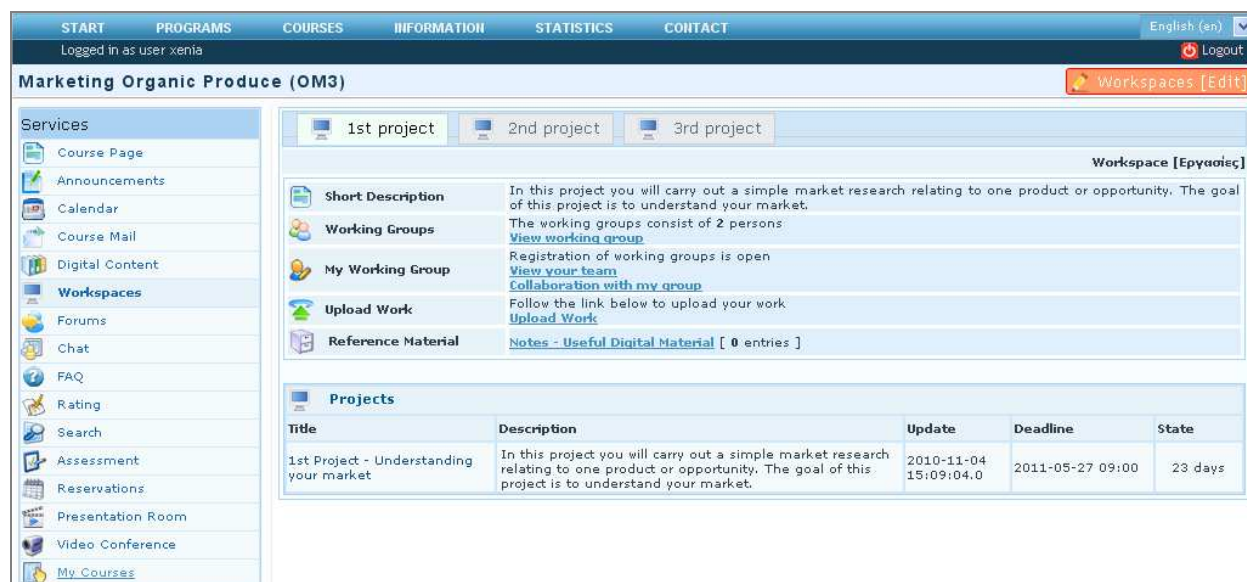


Figure 2.21 Document annotations

Your comments can be seen by other users and the instructor. It is also possible to create a comment or note in response to a previous comment of another user.

2.8.6 Workspaces

The Workspace service enables a set of tools to help the development of laboratory exercises, or the various tasks related to the course. Your course administrator will set the parameters of the electronic laboratory to allow you to work in groups with other users. The tutor will determine the number of individuals for each group and the deadlines.



The screenshot shows the 'Workspace' section of a course page. The left sidebar lists various services including Course Page, Announcements, Calendar, Course Mail, Digital Content, Workspaces, Forums, Chat, FAQ, Rating, Search, Assessment, Reservations, Presentation Room, Video Conference, and My Courses. The main content area is titled 'Marketing Organic Produce (OM3)' and includes a 'Workspaces [Edit]' button. Below this, there are tabs for '1st project', '2nd project', and '3rd project'. The '1st project' tab is active, showing a 'Workspace [Εργασία]' section with links for 'Short Description', 'Working Groups', 'My Working Group', 'Upload Work', and 'Reference Material'. A 'Projects' table is also displayed, listing the '1st Project - Understanding your market' with its description, update date, deadline, and state.

Title	Description	Update	Deadline	State
1st Project - Understanding your market	In this project you will carry out a simple market research relating to one product or opportunity. The goal of this project is to understand your market.	2010-11-04 15:09:04.0	2011-05-27 09:00	23 days

Figure 2.22 Workspaces

In the Workspace your group will be able to electronically send your work to the system before the submission deadline.

2.8.7 FAQ

The FAQ section includes a list of frequently asked questions with corresponding answers related to the teaching of the course or the lab projects. This is created by the Course administrator.



The screenshot shows the 'FAQ' section of the same course page. The left sidebar is identical to the previous screenshot. The main content area is titled 'Marketing Organic Produce (OM3)' and includes an 'FAQ [Edit]' button. Below this, there is an 'FAQ' section with a list of questions and answers. The first question is 'What else do you need to know about this course?' with a sub-question 'Is the mid-term exam mandatory?'. The answer to this question is 'No. Its purpose is to help you increase your rating.' The second question is 'How to reach the laboratory?'.

Figure 2.23 FAQ

2.8.8 Rating

An important service is that of management and presentation of your grades. For privacy reasons, you will only be able to see your personal grades in the system, after the course administrator makes them available.

The screenshot shows the 'Rating' section of the CerORGANIC interface. The top navigation bar includes 'START', 'PROGRAMS', 'COURSES', 'INFORMATION', 'STATISTICS', and 'CONTACT'. The user is logged in as 'xenia2'. The course title is 'Marketing Organic Produce (OM3)'. On the left, a 'Services' menu lists various options, with 'Rating' selected. The main content area shows 'Rating Options' with a link to '1st Exam'. Below this, a 'Rating: 1st Exam' section displays the user's details and their rating.

Rating: 1st Exam	
A.M.	1000281
Surname	Xenia2
Name	Arapi2
Rate	8.0

Figure 2.24 Rating

2.8.9 Assessment

In this section you can complete the assessment tests created by the tutors to monitor your progress. For each test you will be informed about its duration and period of availability. Tests may contain different questions where you will be asked to either provide a short correct answer, longer explanations or choose the correct answer from a list of possible choices.

The screenshot shows the 'Assessment' section of the CerORGANIC interface. The top navigation bar is the same as in Figure 2.24. The user is logged in as 'xenia'. The course title is 'Marketing Organic Produce (OM3): Assessment'. On the left, the 'Assessment' option is selected in the 'Services' menu. The main content area shows the title 'Understand the Concept of Marketing' and the user's name 'Arapi Xenia'. A table displays the assessment details:

Started	Expired	Question	Weight	Time Left
04 May 2011, hour:15:57	04 May 2011, hour:16:02	1 out of 2	5	5 minutes

Below the table, the '1. Question' section asks: 'Which of the following is a direct method of selling produce?'. The '1. Reply' section shows four radio button options:

- ☐ Wholesaler -retailer -consumer
- ☐ Agent-wholesaler-retailer-consumer
- ☐ -off farm -market stall (e.g.) consumer
- ☐ Agent-processor -wholesaler -retailer-consumer

A 'Post Reply' button is located below the options. At the bottom right, there is a play button icon.

Figure 2.25 Assessment

2.8.10 Reservations

The platform provides the Reservations service for the time-scheduling and reservation of resources related with the course.

The screenshot shows the CerORGANIC platform interface. At the top, there is a navigation bar with links: START, PROGRAMS, COURSES, INFORMATION, STATISTICS, and CONTACT. Below this, a status bar indicates the user is logged in as 'user xenia2' and provides a 'Logout' button. The main content area is titled 'Marketing Organic Produce (OM3)'. On the left, there is a 'Services' sidebar with links: Course Page, Announcements, Calendar, Course Mail, Digital Content, Workspaces, Forums, Chat, FAQ, Rating, Search, and Assessment. The main area displays a calendar for '2nd Exam'. The calendar has columns for the days of the week (Monday to Sunday) and rows for hours (09:00 to 14:00). A reservation for 'K.2' is shown on Monday from 11:00 to 12:00. A modal window titled 'MOLE' is open, showing a reservation for 'K2' on Monday from 11:00:00 to 13:00:00. The modal window lists the users who reserved the resource: Arapi Xenia (User Code 1000063) and Arapi2 Xenia2 (User Code 1000281).

Figure 2.26 Reservation service – In this example Monday, 11:00 – 12:00 (K.2) has been reserved by the above two users

2.8.11 Presentation Room

The platform supports live broadcasting of a presentation given by an instructor using video and audio synchronized with presentation slides. You can also access presentations that are stored on the platform.

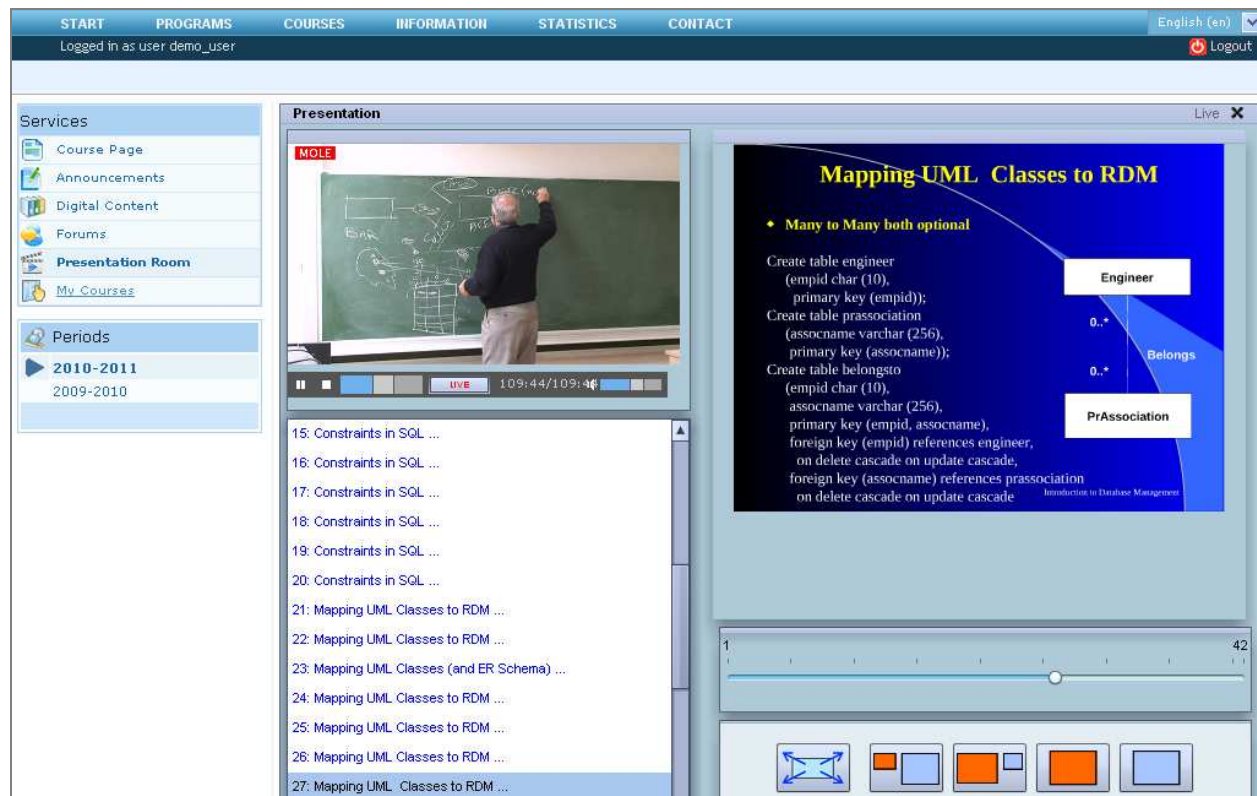


Figure 2.27 Presentation room

2.8.12 Video Conference

This service is used for the synchronous communication among users of the system using video, audio and text. This service makes possible for you to meet other learners in virtual space and communicate with video, picture and sound. The service also provides the opportunity for dynamic processing and uploading of presentation slides, where presentation is synchronized among the members of the conference call.

Any registered member in the course can create a video conference room to start collaborating with other users upon a specific topic. This room will be automatically removed after 30 minutes without participants.

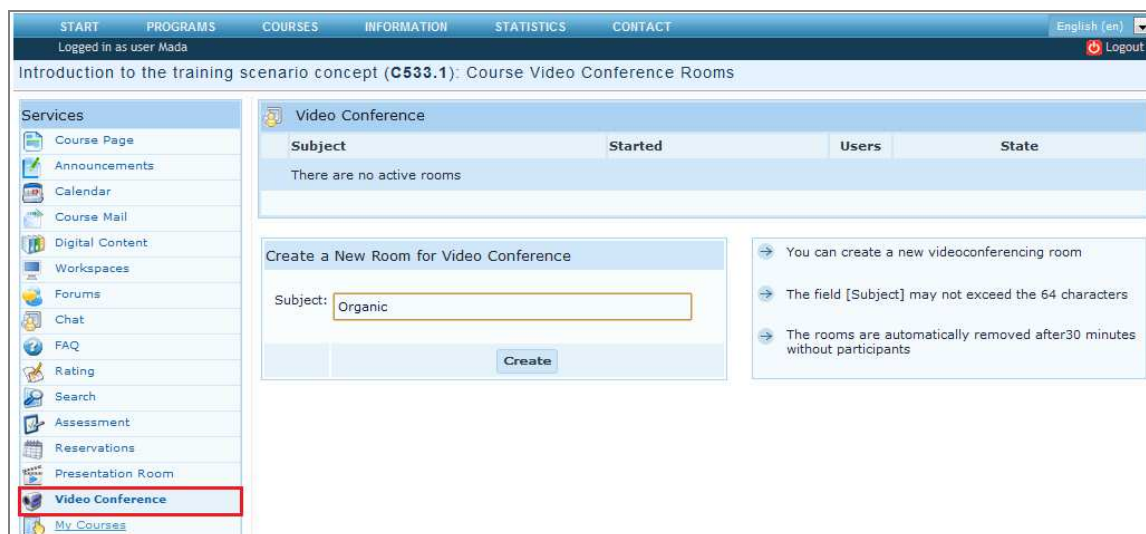


Figure 2.28 Create a video conference room

Once you have created the Conference room you can start communicating with other platform users.

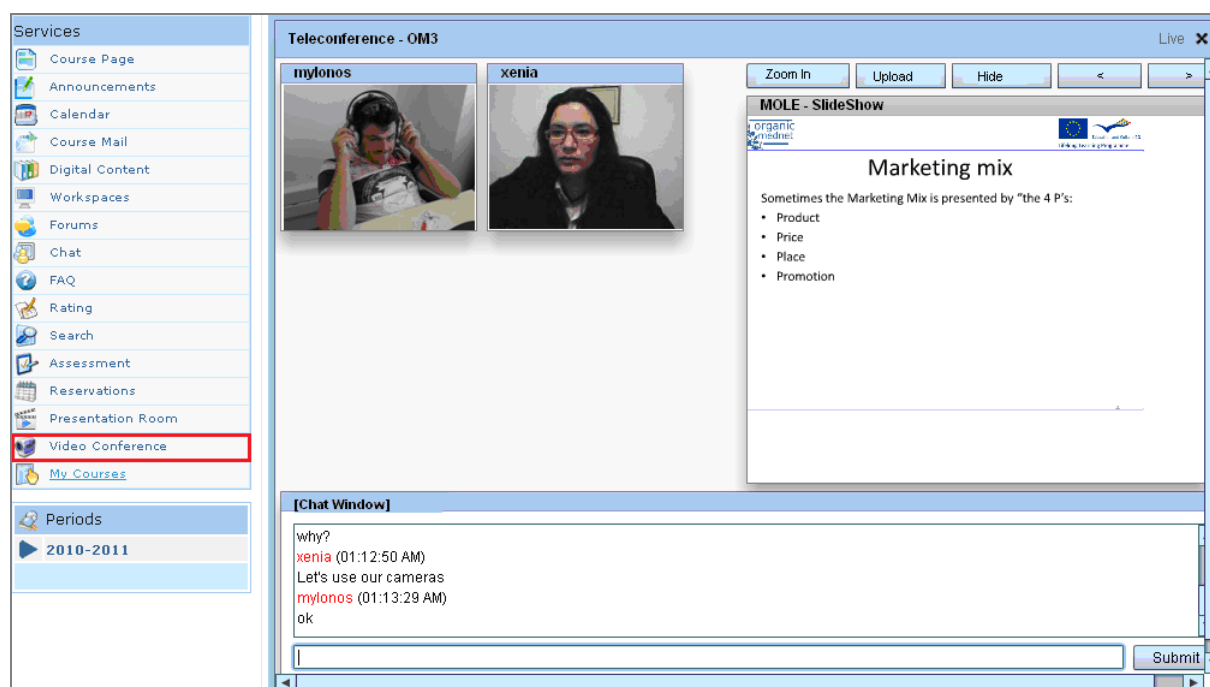


Figure 2.29 Video conference

2.8.13 Search

This service utilizes the processing and indexing that has been performed by the document processing engine and offers to you a content search tool based on keywords.

The service takes as an input the terms of the search and returns back a list with links to the educational course materials that meet the search criteria.

START PROGRAMS COURSES INFORMATION STATISTICS CONTACT English (en) Logout

Logged in as user xenia

Marketing Organic Produce (OM3)

Services

- Course Page
- Announcements
- Calendar
- Course Mail
- Digital Content
- Workspaces
- Forums
- Chat
- FAQ
- Rating
- Search
- Assessment
- Reservations
- Presentation Room
- Video Conference
- My Courses
- Periods

Search Course

Keywords:

Search

Category	Results
Announcements	0
Course Mail	1
FAQ	0
Forums	0
Digital Content	3

Search Results (1 to 3 out of 3)

	Title	Results	File	Category
1	Understand the Concept of Marketing	16		Lectures
2	Marketing Plan	2		Lectures
3	Analyzing the Current Business	2		Lectures

Figure 2.30 Search course

3 Useful links

MOLE central installation: <http://www.moleportal.eu/>
 CerOrganic MOLE platform: <http://cerorganic.moleportal.eu/>
 CerOrganic project website: <http://www.cerorganic.eu/>